

City Of Torrance
CABLE TELEVISION ADVISORY BOARD MEETING
TCtv VIDEO PROGRAMMING AWARDS & OPEN HOUSE COMMITTEE
Tuesday, July 14, 2015 6:30 p.m.
Stanley E. Remelmeyer Telecommunications Center
Multipurpose Room
3350 Civic Center Drive, Torrance 90503

Board Information

The Board advises and makes recommendations to the Cable TV Foundation and City Council in the area of policies and procedures in public access interests, scheduling public access programming, facilities and equipment for the community and public access channels, and disbursement of Foundation funds.

Agenda Review

Complete Board agendas are available for review at the Office of Cable and Community Relations. The agenda cover and minutes are available on the City of Torrance home page – www.TorranceCA.Gov

Meetings

All Board meetings are open to the public. Those who wish to speak on any matter on the agenda are asked to provide their name and address for the record.

Direct other questions or concerns to the City Council (310-618-2801), City Manager (310-618-5880), and Cable and Community Relations Manager (310-618-5762). In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of Cable and Community Relations (310-618-5762). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II].

A G E N D A

- 1. CALL MEETING TO ORDER**
- 2. SCHEDULED BUSINESS**
 - a) Develop and plan the October 10, 2015 TCtv Open House.
- 3. ORAL COMMUNICATIONS**
- 4. ADJOURNMENT**

Prepared by:



Michael D. Smith
Cable & Community Relations Manager

Roll Call: Feliz ☐ Sanchez ☐ Kellogg ☐

City of Torrance
OFFICE OF CABLE AND COMMUNITY RELATIONS
3350 Civic Center Drive
Torrance, California 90503

AFFIDAVIT OF AGENDA POSTING

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) as
CITY OF TORRANCE)

I, _____, in compliance with government Code 54954.2(a), DO HEREBY AFFIRM that a copy of **CABLE TELEVISION ADVISORY BOARD TCtv VIDEO PROGRAMMING AWARDS & OPEN HOUSE COMMITTEE AGENDA** for the meeting Tuesday, July 14, 2015, at 6:30 p.m., was conspicuously posted on the City Clerk's bulletin board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: _____ Date: _____

By: _____

(Signature)

Committee Meeting of
July 14, 2015

Honorable Chairman and Members
of the Cable Television Advisory Board
Awards & Open House Committee
3350 Civic Center Drive
Torrance, California

Members of the Board:

SUBJECT: TCtv OPEN HOUSE FOR October 10, 2015

Expenditure: Unknown

STATUS REPORT

TASK	STATUS	ASSIGNED
Calendar elected official	Completed	TCtv Staff
Placed event on Torrance Events Calendar	Completed	TCtv Staff
Develop schedule of the day's activities		TCtv Staff
Staff will host multiple stations: studio, multipurpose room, post-production, and studio control room		TCtv Staff
Create advertisement for the Fall Torrance Seasons	Completed	Staff
Mayor proclaims October 10 th as "Torrance Community Television Day" during the September 22, 2015 City Council meeting	Scheduled	TCtv Staff
Draft proclamation	Completed	Staff
Create and cablecast PSA to promote Open House for CitiCABLE		CitiCABLE Staff
Conduct multiple New Users Orientation Session;		TCtv Staff
Advertisement will be included on City social media sites and the website under "What's New in TCtv?"		Staff
Recommend promotional materials for guests.		

Recommend T-Shirts for hosts.		
Develop TCtv Workshop schedule so that they will be available beginning in October following the Open House;		TCtv Staff
email blast to current users and producers;		TCtv Staff
Recommend celebrity guest appearance.		
Post exterior banners on light standards		Staff

Proposed Schedule of Activities

TIME	EVENT	WHO	WHERE
11:00 AM	Ribbon Cutting	Mayor/Council	Front Doors
11:30 AM			
12:00 PM	New Users Orientation	Staff	Multipurpose Room
12:30 PM			
1:00 PM	New Users Orientation	Staff	Multipurpose Room
1:30 PM			
2:00 PM	New Users Orientation	Staff	Multipurpose Room
2:30 PM			
3:00 PM	New Users Orientation	Staff	Multipurpose Room

TIME	EVENT	WHO	WHERE
Every ½ Hour	Tour	Staff or Commissioner	Front Doors
All day	Studio Demo	Staff	Studio
All day	Field Equipment Demo	Staff	Exterior
All day	Post-Production Demo	Staff	Suite B, C, D
All day	Snacks & Water		Conference Room B

Respectfully Submitted



Michael D. Smith
Cable & Community Relations Manager

Roll Call: Feliz ☐ Sanchez ☐ Kellogg ☐

P R O C L A M A T I O N

- WHEREAS,** the cable television industry has provided an opportunity for cities, counties, educational; institutions and the public to communicate directly with their community; and
- WHEREAS,** the Torrance Public Access Foundation was established in 1985 to provide public access services for the residents and non-profit agencies of Torrance; and
- WHEREAS,** the public access channel in Torrance was named, "Torrance Community Television (TCtv); and
- WHEREAS,** Torrance residents and non-profit organizations have assumed an active role in producing a variety of programs shown on TCtv; and
- WHEREAS,** Torrance Community Television can be seen on Time Warner Cable channel 28 and Verizon FiOS 36; and
- WHEREAS,** the Cable Television Advisory Board and staff will host an Open House at TCtv to promote the use of public access and to showcase the newly installed high definition equipment on October 10, 2015.

NOW, THEREFORE, I, PATRICK J. FUREY, as Mayor of the City of Torrance, California, do hereby proclaim Saturday, October 10, 2015 as

TORRANCE COMMUNITY TELEVISION DAY

in the City of Torrance, and encourage all the citizens of Torrance to observe this day by recognizing the individuals who have enriched our community through public access services.

Signed this 22nd day of September 2015.

Mayor Patrick J. Furey

ATTEST:

Rebecca Poirier, City Clerk